



## **CONTRACTOR LICENSE AND INSURANCE REQUIREMENT**

All contractors and/or vendors performing work in or on Association Common Property (e.g. – Roofers, General Contractors, Maintenance Companies, Landscapers, Electricians, Plumbers, Pool Companies, Window Cleaners, Elevator Company, HVAC Maintenance Provider, Security Company, Valet Company, etc.) must comply with, and provide the following to the Management Company:

1. Current, signed Form W-9.
2. Provide copy of pertinent licenses.
3. A current copy of each of the following must be on file with the Management Office, prior to the contractor commencing work:
  - a. Current Certificate of Insurance for General Liability Insurance with limits of at least **\$1,000,000** naming the Association and The Wright Community Management as Additional Named Insured and Certificate Holder.
    1. Certificate Holder should read as: Associations Legal Name c/o The Wright Community Management, LLC. 1079 Shotgun Road Sunrise. FL 33326
    2. Additional Insured must be confirmed via Premises/Operations Liability endorsement CG2010(04/13) or (07/04) AND Products/Completed Operations Liability endorsement CG2037(04/13) or (07/04).
    3. The Association and Management will not accept verbiage stating, “as required by written contract.”
  - b. Description of Operations section of the Certificate of Insurance should state *“Certificate Holder is additional insured per endorsements CG2010(04/13) and CG2037(04/13). General Liability and Worker Compensation provide Waiver of Subrogation in favor of Certificate Holders.”*
  - c. The additional cost of endorsement CG2037(04/13) should be included in the overall cost being proposed or in the current agreement(s). If it is a current vendor of the Association, the Board will decide whether or not to elect and require the endorsement.
  - d. Current Certificate of Applicable Worker’s Compensation with limits of at least **\$1,000,000** naming the Association and The Wright Community Management, LLC as Certificate Holder. Certificate Holder should read as: Associations Legal Name c/o The Wright Community Management, LLC 1079 Shotgun Road, Sunrise FL 33326.
4. A current Certificate of Insurance for Workers Compensation, exemptions will not be accepted. Unless written approval is obtained by the Board of Directors for the Association.

No contractor or vendor may have access to the property for purposes of performing work without prior submittal of these documents to Management. Payments may be held until proof of insurance and a W9 is supplied.